

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

66-18

12/14/18

ANNUAL LEAVE DONATIONS TO THE VOLUNTARY LEAVE TRANSFER PROGRAM

I. PURPOSE

This notice informs FSIS employees about the Voluntary Leave Transfer Program (VLTP) and how to donate to the VLTP. As the end of the payroll and leave year approaches many employees find themselves in a use-or-lose situation for annual leave and risk forfeiting it because they are unable to use the leave before the end of Pay Period 26 (January 5, 2019).

II. VLTP

Employees with little or no sick or annual leave balances often apply to become a leave recipient through the VLTP. Their application is reviewed and if approved they will be placed on the list of eligible recipients in the VLTP and may then receive donated leave from fellow employees in FSIS or other Federal agencies. Only annual leave can be donated.

III. DONATING LEAVE TO A RECIPIENT IN THE VLTP

A. Employees can search for eligible recipients two ways:

1. The list can be viewed at the following link: [VLTP Recipient List](#), or;
2. For those with access to WebTA, the list is on the right side of the Employee Main Menu under "Leave Transfer Program":
 - a. Select "Leave Donations";
 - b. Select "Add Donations"; then
 - c. Select "Search LTP Account".
3. The list displayed will be all leave recipients who use WebTA, regardless of Agency. To view only FSIS recipients, enter "FSIS" in the "Name" box and click the "Search" button.

B. To donate:

1. Once a recipient is selected in WebTA, donations may be made electronically through the WebTA system; or
2. The donor may complete a Form [AD 1043](#), *Leave Transfer Program – Donor Application*, and submit it by one of the following methods:
 - a. Scanned and attached to an e-mail sent to the Human Resources Assistant who services the district or program of the recipient

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 12/1/19

OPI: OPPD

- b. By FAX: 612-370-2062; or
- c. By Mail to: USDA/FSIS/HROD Employee Services
100 North 6th Street, Suite 420-C
Minneapolis, MN 55403

IV. QUESTIONS

Direct questions to 800-370-3747 (option 3) or Ask.Benefits@FSIS.USDA.GOV.



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